

Ferdous Ara Rahman

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PROFILE

Fresh graduate in Management Information Systems with experience as an ERP intern and multimedia intern. Skilled in data mining, lead generation, data scrapping, data sorting. Experienced in managing digital communication, organizing data and documents, and working in a structured and detail-oriented way. Dedicated and enthusiastic in learning new things and explore new opportunities to maintain diversity at workplace environment.

WORK EXPERIENCE

Graphic Design Intern | Aspire to Innovate (A2i), Bangladesh

April 1, 2021-June 30, 2021

- Designed marketing and campaign assets increasing engagement & brand visibility
- Assisted team in content creation and social media execution
- Supported branding guideline implementation across projects
- Collaborated cross-functionally to deliver visual communication materials

ERP Intern | Design & Fashion Ltd.

Feb 1, 2023-March 17, 2023

- Prepared and maintained ERP data entries
- Supported ERP system documentation & reporting
- Coordinated with departments to ensure data accuracy
- Assisted team in monitoring workflow and operational tasks

Copy writer | Freelance

2020-Present

- Wrote engaging and persuasive copy for social media, websites, and digital campaigns
- Researched target audiences and market trends to craft effective messaging
- Edited and proofread content to ensure clarity, accuracy, and consistency
- Managed multiple projects and met tight deadlines in a fast-paced environment
- Monitored content performance and adjusted copy based on analytics insights

EXTRA CURRICULAR ACTIVITIES

Leadership & Volunteering

Rover Scout Member | Railway Station Colony Open Scout Group

- Participated in leadership, teamwork, and community service activities
- Assisted in organizing events, social programs, and team initiatives
- Developed discipline, teamwork, and problem-solving skills

SKILL

- **Productivity & Office Tools :** Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- **Design & Creative Tools:** Adobe Photoshop, Adobe Illustrator, Canva
- **Digital Media Skills:** Photography, Videography, Video Editing (Filmora)
- **Content & Communication:** Content Writing, Visual Communication, Copy Writing
- **Lead Generation & Data Handling:** Lead Generation, Data Scraping, Data Mining, Data Analysis

EDUCATION

MBA in Management Information Systems | University of Dhaka

Cumulative GPA: 3.31/4.0

Jan, 2020 - Jul 2022

BBA in Management Information Systems | University of Dhaka

Cumulative GPA: 3.09/4.0

Jan, 2017 - Jul 2020

HSC (Business Studies) | Govt. College of Commerce, Chittagong

Cumulative GPA: 5.00/5.00

2014-2016

SSC (Business Studies) | Agrabad Balika Bidyalay

Cumulative GPA: 5.00/5.00

2014

LANGUAGE

- Bangla (Proficient)
- English (Proficient)